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16 January 1959

MEMORANDUM FOR THE RECORD

SUBJECT: Weekly Staff Meeting

25X1A9a

1. Mr. [REDACTED] opened the meeting with two items from the DD/P staff meeting:

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(a) A task force reporting to the IG will review the functions, organizations, procedures, and effectiveness of all components of the Agency to make recommendations for the elimination of duplication, surplus personnel, and redirection efforts. Who will constitute the members of the task force is still unknown. Mr. [REDACTED] suggests each OTR component apply its own value standards to what it is doing preliminary to these inspections.

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(b) Mr. Bissell said he has had several discussions with the Director relative to the selection out of personnel who are not carrying their weight. Mr. [REDACTED] requested each OTR component chief to identify to him personnel they can do without in terms of the essential nature of their functions and quality of the individual's work. He would like an informal report on this within the next two weeks. We were cautioned not to mention this topic.

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2. Mr. [REDACTED] stated he was pleased by the outcome of the crash budget exercise. Red White will adjust the OTR budget on a realistic basis. In the future, all contract employees are to be counted within T/O ceilings.

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3. During the next five weeks correspondence should be prepared for the signature of the Acting Director of Training.

4. Mr. [REDACTED] has noted disturbing tendencies to use too many 6's and 7's (high ratings) on the new fitness reporting form.

5. There also is a creeping tendency toward the acceptance of students in courses who have not been processed through the Registrar's office.

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NO CHANGE in Class. ☐

☐ DECLASSIFIED

Class. CHANGED TO: TS S (C)

DDA Memo, 4 Apr 77

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Date: 6 JAN 78 By: 022

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6. Mr. [REDACTED] is arranging an orientation flight to the [REDACTED]

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[REDACTED] on Tuesday, 20 January. Mr. [REDACTED]

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[REDACTED] of [REDACTED] will go with this group.

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7. I requested permission to call on the OTR component chiefs for orientation purposes. Permission granted. I will set up appointments at the convenience of the other fellow.

[REDACTED]
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